

## MONROE COUNTY

### JOB DESCRIPTION

**Position Title:** SR DIRECTOR PLANNING AND ENVIRONMENTAL RESOURCES

**Date:** 3/29/00

**Position Level:** 13

**FLSA Status:** Exempt

**Class Code:** 13-3

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#### GENERAL DESCRIPTION

The primary functions of this position are to supervise the operations of the Planning and Environmental Resources Department and direct the Comprehensive Planning, Development, and Environmental Review functions of the County.

#### KEY RESPONSIBILITIES

1. \*Perform general budgetary, personnel, and management functions of the department.
2. \*Provide staff support to and serve as Chief Planning Advisor to Planning Commission.
3. \*Direct Comprehensive Planning functions for the County in compliance with Florida Statutes and coordinate with other departments, agencies and levels of government.
4. \*Direct Planning and Environmental Resources Department's programmatic responsibilities for review and/or approval/disapproval of development and conditional use permits in accordance with Chapter 9 of the Monroe County Code (MCC).
5. Enforce the provisions and render interpretations of the Comprehensive Plan and Land Development Regulations.
6. Supervise, plan and serve as technical and policy advisor to subordinate professional staff.
7. Direct the Livable CommuniKeys and other specialized planning programs for the County.
8. Administer state contracts and consultant agreements.
9. Prepare or supervise preparation of technical and policy schedules and planning information database.
10. Respond to inquiries from the public, state, and federal agencies on Monroe county Planning and Environmental issues.
11. Provide planning recommendations and testimony to BOCC, Planning Commission, DRC, Hearing officer, and other bodies.
12. Speak to civic clubs, homeowners associations, radio and t.v. and newspapers as required.
13. Develop and lead meetings and workshops to provide for public participation in Departmental projects.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> SR DIR, PLANNING AND ENV RESRCS	<b>Class Code:</b> 13-3	<b>Position Level:</b> 13
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Master's Degree required in Urban, Environmental, or Regional Planning.
<i>Experience:</i>	7 to 10 years with experience in both planning and the environmental sciences, at least 5 of the years at supervisor level.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems. Provides strategic leadership in approaching public processes.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions. Legal responsibility for interpretation of the Comprehensive Plan and LDR's.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>Other:</i>	AICP is preferred.
<i>On Call Requirements:</i>	None.

<b>APPROVALS</b>	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

